

# SAVS

Southend Association of Voluntary Services



SAVS Training Prospectus  
2015-2016

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**Southend Association of Voluntary Services** seeks to provide regular and relevant training to our members. To find out more or to book any of these training sessions, please call 01702 356000 or email [training@savs-southend.co.uk](mailto:training@savs-southend.co.uk), or simply complete and return the booking form enclosed (if provided).

All training will be held at Southend Association of Voluntary Services, 29-31 Alexandra Street, Southend-on-Sea, SS1 1BW unless otherwise stated.

### **Training terms and conditions:**

All training courses, unless otherwise stated, will be held at SAVS, 29-31 Alexandra Street, Southend-on-Sea, Essex, SS1 1BW. SAVS does not have a car park, but there are pay and display car parks close to the building. SAVS is also a 5 minute walk from Southend Central rail station, a 20 minute walk from Southend Victoria rail station and a 5 minute walk from Southend bus station.

Booking forms must be received by SAVS at least 7 working days before the start of the course.

Please notify us of any dietary requirements as soon as possible.

We ask that you arrive in time for the start of the course. Late arrivals may not be permitted to attend the training and will not be entitled to a refund.

If you wish to cancel your place on the training, cancellations have to be received by SAVS five working days before the training date in order to receive a refund. To cover the costs of administration a £10 fee will remain chargeable or be retained in this instance.

In cases of extreme weather conditions, please assume the training is still going ahead unless you receive notification from a member of SAVS staff. In exceptional circumstances, SAVS management may grant refunds for those who cannot attend training due to adverse weather conditions.

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## Training Calendar

Course	Date
The age of digital technology and online connectivity - how is it affecting us?	17 Nov
First Aid for Older People	21 Nov
An Introduction to Child Safeguarding	25 Nov
Privacy and Safeguarding on Facebook	29 Nov
Evidencing Impact	30 Nov
Presentation Skills	2 Dec
Understanding Mentoring	5 Dec
An Introduction to Autism	24 Jan
Recruiting & Retaining Volunteers	9 Mar
Mentoring Practice	30 Mar

**To book: Complete booking form and return to SAVS  
or book on line at**

<https://www.surveymonkey.co.uk/r/SAVSBookingForm>

## Online Courses

Course
Awareness of Child Abuse & Neglect

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## The age of digital technology and online connectivity - how is it affecting us?

17 November, 2pm - 4pm

Dr Lisa Wilson - HCPC Registered Psychologist and BPS Chartered Psychologist

With the dawning of handheld digital devices, smart technology, social media, 24/7 connectivity and the ability to interact with the digital world every second, came the potential for positive and negative effects on our physical and mental health. It was never going to be the panacea for our work life balance that we were promised it would be. This session will provide an overview of what we know from the research so far and consider how we might use this knowledge to make choices about work life balance and support others to do the same.

£10 per person

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## First Aid for Older People

21 November 2016 - 2pm - 4pm

British Red Cross

This first aid training is for those who are caring for and supporting older people in the Southend area. There are a wide range of skills in the programme but those of particular relevance for people who are more likely to experience trips and falls, include helping with: broken bones, strains and sprains, head injuries, bleeding and dealing with unresponsiveness. Learning Everyday First Aid skills could make all the difference; just taking one or two simple actions in an emergency situation could save a life.

Price Plan A

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## An Introduction to Safeguarding Children

25 November 2016 - 2pm - 4.30pm

Helen Wilson - Southend LSCB and SAB

This introductory course will cover how to recognise the signs and symptoms of child abuse or neglect, and how to communicate your concerns to ensure children are safeguarded effectively.

Price Plan A





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## Privacy and Safeguarding on Facebook

29 November 2016 - 9.30am - 12.30pm

James Gray - Caraway Communications  
& Helen Wilson - Southend LSCB and SAB



Are you responsible for running and managing a Facebook page for your organisation or group? Are you thinking about using social media for your work but concerned about privacy and safeguarding of your service users and their families online? This course will be an opportunity to hear what the issues there are around use of social media for voluntary sector groups, with a review of the perceived and actual risks, before learning how to manage those. There will be practical activities around the use of privacy settings within Facebook and discussion on the opportunities social media can bring, when used in a safe and effective way. Basic IT skills are needed for those attending.

Price Plan A

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## Evidencing Impact

30 November 2016 - 2pm - 4.30pm

Gemma Cartwright - Funding & Development Officer

Do you struggle when having to answer the question “what’s the impact of your work?” posed by funders and supporters of your work? This session will help you to develop both the qualitative and quantitative evidence you need to express the impact of your work.

Price Plan A

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## Presentation Skills

2 December 2016 - 9.30am - 4.30pm

 Voluntary Sector Training

Voluntary Sector Training

*Presentation Skills - Getting your message heard to achieve the results you desire*

### Overview

This course has been designed for delegates who are inexperienced at delivering presentations, or who are looking to increase their level of confidence in this area. It covers best practice presentation skills, so is suitable for delegates of all levels of seniority in an organisation or group.

### We'll cover:

- The various stages of building a presentation
- How to engage an audience
- Visual aids that work in supporting and enhancing presentation messages

- Controlling pre-presentation nerves
- Delivering presentations in a clear and confident manner
- Handling questions
- Implementing your learning back at base

#### Benefits to you

At the end of the session you will leave with increased confidence and the skills required to present yourself and your ideas successfully to a group.

*Throughout the course, delegates will be asked to take part in discussion and exercises to enhance their learning. Delegates will have the opportunity to design and deliver a short presentation to their colleagues in the group and will be asked to give some thought to a presentation topic in advance of the course.*

Price Plan **VST**. To book go to:

<http://www.voluntarysectortraining.org.uk/en/courses/event/227/Presentation-Skills---Getting-your-message-heard-to-achieve-the-results-you-desire>

## Understanding Mentoring (Level 2 Accredited)\*

5 December 2016 - 10am - 16.30pm



Voluntary Sector Training

Voluntary Sector Training

***Mentoring is to support and encourage people to maximise their potential, develop their skills, improve their performance and become the person they want to be.***

#### Overview

Whether you are hoping to mentor young people or vulnerable adults within a voluntary capacity or to mentor staff within a professional role as a manager, this course provides an excellent **introduction** for anyone wanting to develop an understanding of mentoring.

We'll cover:

- what is meant by mentoring
- the benefits of a mentoring approach
- the responsibilities of a mentor
- the importance of boundaries in the mentor role and when mentors should refer matters onwards
- the key skills of a mentor
- adapting your approach when working with different individuals
- the need to respect individuality and difference within the mentoring relationship

#### Benefits to you

You will gain a basic understanding of the key skills of mentoring and gets lots of practical ideas and insight into different mentoring approaches. You will also have the opportunity of working towards an accredited qualification in Mentoring if desired. This requires some post course work.

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Price Plan VST. To book go to;

[http://www.voluntarysectortraining.org.uk/en/courses/event/216/Understanding-Mentoring-\(Level-2-accredited\)](http://www.voluntarysectortraining.org.uk/en/courses/event/216/Understanding-Mentoring-(Level-2-accredited))

\* This course counts towards the Gateway Qualifications **Level 2 Award in Mentoring**.

A further course **Mentoring Practice** takes place 30 March 2017.

*Delegates will need to successfully complete both parts to gain the full award. Delegates can also choose to attend either course without gaining the full award. Certificates are awarded for both parts of the course and also for the full award.*

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## **An Introduction to Autism**

**24 January 2017 - 10am - 4pm**

Andrea Walter

This session will provide attendees with an overview and introduction to autism including the challenges associated with it as well as the positive strengths and talents of people with autism and the benefits to employers. The outcomes will be to develop an introductory knowledge of autism, understand the way autism impacts individuals, learn the strengths and challenges people with autism experience, be able to identify how to support people with autism; making 'reasonable adjustments' and learn what The Autism Strategy means for individuals with autism and statutory services.

Price Plan C

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## **Recruiting & Retaining Volunteers**

**9 March 2017 - 9.30am - 4.30pm**

Emily Middlemast - Volunteer Centre Co-ordinator

Recruiting & Retaining Volunteers provides a comprehensive overview of where to start when thinking about involving volunteers; what policies and procedures should be in place before involving volunteers; volunteers and the law; how to promote your volunteer role on [Volunteersex.org](http://Volunteersex.org) to achieve the best results and much more. It will also give you a wealth of information about how to ensure your volunteers find their role fulfilling and stay loyal; understanding their motivations for volunteering; induction and training; support and supervision; how to deal with unsuitable volunteers and much more.

Price Plan A

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## Mentoring Practice (Level 2 Accredited)\*

30 March 2017 - 10am - 16.30pm



Voluntary Sector Training

*Mentoring is to support and encourage people to maximise their potential, develop their skills, improve their performance and become the person they want to be.*

### Overview

Designed for people who already have **some experience of mentoring** and wish to develop and improve their skills as well as reflecting on their practice.

### We'll cover:

- the key skills and values associated with mentoring
- ensuring you are working within relevant guidelines and legislation
- working within appropriate boundaries
- how to seek help from others if necessary
- evaluating your own performance as a mentor
- explaining and evaluating the benefits for the person being mentored
- developing your own skills and learning to improve your performance

### Benefits to you

You will be able to use this training session as a tool to reflect on and improve your own learning and skills in this area as well as having the benefit of discussing ideas in depth with others who are undertaking the same roles under the guidance of the trainer who has substantial experience in this field. You will also have the opportunity of working towards an accredited qualification in Mentoring if desired. **This requires some pre and post course work.**

Price Plan **VST**. To book go to;

[http://www.voluntarysectortraining.org.uk/en/courses/event/253/Mentoring-Practice-\(level-2\)](http://www.voluntarysectortraining.org.uk/en/courses/event/253/Mentoring-Practice-(level-2))

\* This course counts towards the Gateway Qualifications **Level 2 Award in Mentoring**.

*Delegates will need to successfully complete both parts to gain the full award. Delegates can also choose to attend either course without gaining the full award. Certificates are awarded for both parts of the course and also for the full award.*



## Online Courses

### Awareness of Child Abuse & Neglect

Southend LSCB and SAB

During this training participants will have the opportunity to develop their awareness of child abuse and neglect. The session covers;

- Understanding what is meant by safeguarding and promoting the welfare of children and the different ways in which children and young people can be harmed.
- How to be aware of the statutory duty to safeguard and promote the welfare of children in accordance with the Children Act 2004.
- ‘What to do if you are worried a child is being abused’ national guidance and local procedures and appreciate own role and responsibilities and those of others in safeguarding and promoting the welfare of children.
- How to make judgements about how to act to safeguard and promote the welfare of a child in line with ‘What to do if...’
- Understanding statutory requirements governing consent, confidentiality and information-sharing.
- Understanding the need for information-sharing and accurate recording within the context of safeguarding and promoting the welfare of a particular child.
- Provide appropriate, succinct information to enable other practitioners to deliver support to the child and family.
- Know the boundaries of personal competence and responsibility, when to involve others and where to seek advice and support.
- Understand when they are required to consult with a manager/designated person.
- Be able to identify concerns about possible maltreatment arising from completion of a Common Assessment Framework.
- Know when and how to respond to immediate safety issues in relation to a particular child and other children within the household.

The course is £6 per person for charity organisations with over 10 staff/volunteers. For charity organisations with less than 10 staff it is be free. For statutory organisations £7.50 and private/for profit organisations £20.

To book go to;

[http://safeguardingsouthend.co.uk/pdfs/lscb/Southend\\_LSCB\\_and\\_SVAB\\_Training\\_Programme\\_2014\\_to\\_2015.pdf](http://safeguardingsouthend.co.uk/pdfs/lscb/Southend_LSCB_and_SVAB_Training_Programme_2014_to_2015.pdf)

## COST PER SESSION

	PRICE PLAN A	PRICE PLAN B	PRICE PLAN C	PRICE PLAN D
Voluntary organisation (income under £10,000)	£10	£25	£30	£40
Voluntary organisation (income over £10,000)	£20	£45	£50	£40
Statutory organisation	£40	£60	£65	£65
Private organisation	£50	£70	£75	£75

### VST Price Plan 2016

	Full day	Half day
<b>1. Statutory &amp; Commercial organisations, Town &amp; Parish Councils and CICs</b>	£200.00	£110.00
<b>2. Voluntary and community organisations with over £500,000 income pa</b>	£150.00	£80.00
<b>3. Voluntary and community organisations with over £100,000 - £500,000 income pa</b>	£115.00	£60.00
<b>4. Voluntary and community organisations with less than £100,000 income pa</b>	£65.00	£40.00
<b>5. BURSARY Voluntary and community organisations with less than £50,000 income pa (must be Essex Based - places subsidised by Acorn Fund/ECF)*</b>	£25.00	£25.00
<b>6. BURSARY Uttlesford based groups (places subsidised by UDC)*</b>	£25.00	£25.00

### VST Price Plan 2017

	Full day	Half day
<b>1. Statutory &amp; Commercial organisations, Town &amp; Parish Councils and CICs</b>	£220.00	£120.00
<b>2. Voluntary and community organisations with over £500,000 income pa</b>	£180.00	£95.00
<b>3. Voluntary and community organisations with over £100,000 - £500,000 income pa</b>	£125.00	£70.00
<b>4. Voluntary and community organisations with less than £100,000 income pa</b>	£75.00	£45.00